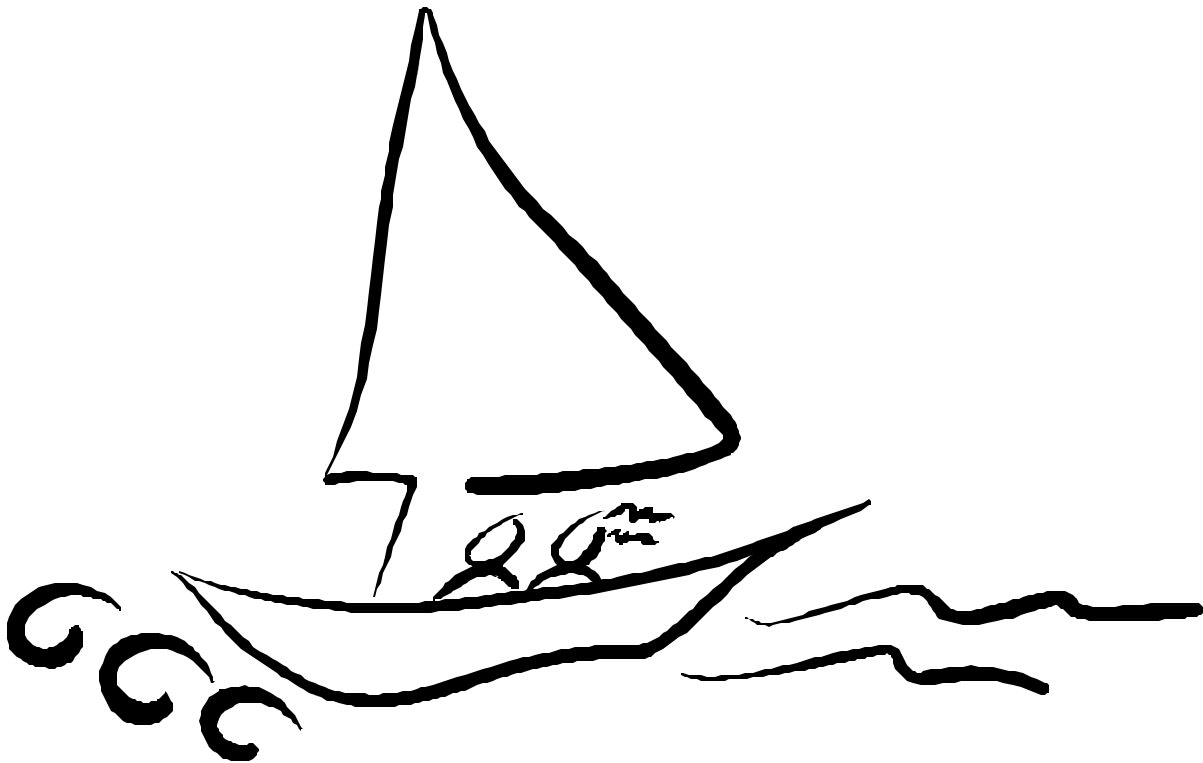


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Delta Recreation Master Plan
Request for Proposals



The Delta Protection Commission

September 13, 2001

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1. INTRODUCTION

Your firm is invited to submit a proposal to prepare a Delta Recreation Master Plan for the greater Sacramento San Joaquin Delta area. The Sacramento/ San Joaquin Delta is a hub to an extensive system of waterways that flows through the north and central regions of California. The Delta itself is an area of approximately 1150 square miles of intensively used agricultural lands, incorporated and unincorporated communities, rivers, wetlands, sloughs, levee systems, riparian systems, industrial and recreational ports and marinas. The Legal Delta falls within five County jurisdictions including Sacramento, San Joaquin, Contra Costa, Solano and Yolo and various State and Federal jurisdictions. The Suggested Delta Recreation Master Plan Study area is shown in Figure 1.

Land and water-based recreation is one of the many uses that the Delta accommodates. This Request for Proposals is seeking professional support for developing a comprehensive recreation master plan for the Sacramento/San Joaquin Delta area.

2. MASTER PLAN PURPOSE and KEY RESPONSIBLE PARTIES

2.1 PROJECT PURPOSE

The purpose of the Delta Recreation Master Plan is to establish a recreation plan that can serve to guide existing and future recreation uses and facilities in the Delta and also provide substantive direction to other Delta-related planning interests in terms of the best scenarios for Delta recreation. The overall goal of this project is to develop a Delta Recreation Master Plan intended to protect existing recreation uses and facilities and guide future recreation-related decisions and actions carried out by public and private organizations. The time horizon for the plan is linked with CALFED implementation that is anticipated to be on a seven to ten year cycle with regular update intervals. **It is paramount that the consultant should build upon recreation projects that are existing, currently ongoing or projects in the planning stage.**

The planning process should identify priority needs and issues and then translate those needs into proposed plan concepts and policies. In general, the objectives for the Delta Recreation Master Plan are to:

- characterize existing conditions including historical and existing physical and biological conditions (as they support recreation opportunities) within the Delta region and existing Delta recreation use patterns
- identify the primary issues affecting existing and future recreation and identify opportunities and constraints for recreation activities within the Delta
- provide a framework for recreation use, recreation facilities and recreation providers for them to remain viable into the future and help support the role of recreation as an important element in the Delta
- dovetail recreation strategies with CALFED proposed projects and actions and provide recreation needs and project information to the CALFED process

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- provide guidance to Federal, State and local agencies, private interests and non-profit organizations involved in the Delta (Plan must be formulated in a manner which will ensure buy-in by these various “stakeholder” interests)
- pinpoint specific strategic recreation-related improvements including non-structural (i.e. dredging, clean-up etc.) or facility-related improvements in a mapped and written implementation strategy plan
- Document necessary grants or funding availability and identify other potential funding sources including loans to public and private interests
- develop an environmentally-sound plan that reflects community input, including operations and maintenance considerations
- **build upon existing recreation infrastructure and provide coordination to projects already underway or in the planning stage**

2.2 KEY PARTIES AND RELATIONSHIPS

The plan will be prepared for the Delta Protection Commission with funding from various other sources. The plan will be developed with direction from interested stakeholders and public input. The management structure and guidance/input for the project are suggested as follows:

Contracting Entity The Delta Protection Commission will be the contracting entity and will provide management, administrative, and technical support for the project

Recreation Citizens Advisory Committee (RCAC) The Recreation Citizens Advisory Committee will guide the plan development and provide input to key decisions. The committee is a specially formed group consisting of representatives from the primary recreation interests including local, county, state, federal agencies and jurisdictions, CALFED, private sector interests, non-profit organizations, and state and federal regulatory agencies.

Public Hearings or Workshop Sessions. Public input sessions will enable a broader range of input from individuals or groups not identified as stakeholders. Because of the extent of the planning area, there are logistical issues with undertaking a public workshop process. A minimum of three workshop venues is suggested: (North Delta [Sacramento], West/ Central [Antioch or Bay Area Site] and South Delta [Stockton]) in order to capture a broad public audience.

Garnering public support and integrating the Plan with other planning efforts will be key components to successfully implementing the Delta Recreation Master Plan. Developing a plan and putting a project "on the ground" is critical, but if the Delta-wide community does not invest in the Master Plan and its long-term viability, then potential benefits will likely revert to pre-existing conditions. There is a need to define and support “implementation” groups in order to formalize a

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mechanism for follow-through for specific actions identified in the Master Plan process. Much of the groundwork that is essential to long-term success will be built from the stakeholder community and actively soliciting their involvement in plan development. This will involve seeking participation of all interested parties; analyzing target resources within the context of the Delta, emphasizing enhancement measures that are sensitive to existing conditions and constraints, and that will be viable over the long-term.

3. PROJECT SCOPE OF WORK

The following is the suggested generalized work program for the preparation of the Delta Recreation Master Plan. The recreation scope to be considered for the Delta region is understood to reflect the broadest meaning of recreation pursuit and uses that may include water-related recreation, land-based recreation, ecotourism, ag-tourism, cultural-historical tourism, scenic tourism and other outdoor activities.

CHARACTERIZATION OF DELTA RECREATION RESOURCES and INITIATION OF OUTREACH PROCESS

Task 1. – Compile inventory of Existing Conditions – Build upon existing available information

Task 1.1 Review Background Materials: Assemble and review previously prepared plans and studies (See attachment B for Available Background Materials)

Task 1.2 Data Assessment: Review data coverage and identify information gaps in terms of mapping and current information pertaining to the following categories:

- Historical Resources
- Aesthetic, Visual and Scenic Resources
- Natural Resources
 - water related
 - land related
- Agricultural Resources
- Existing Recreational Resources
- Existing Recreation Users: Activities, Use Levels and Patterns
- CALFED Program Implementation
- User Demand/Need
- Recreation Trends and Demand Projections
- Population and Demographics
- General Plan growth projections for adjoining jurisdictions and development areas
- Recreation and Open Space Elements of adjoining jurisdictions
- Other Pertinent Projects or works anticipated in the near future
- Public Land Ownership

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- Water quality data with respect to the range of existing and potential
- Tribal jurisdictions or Delta-related features of concern as viewed by Native Americans
- Recreation with respect to Environmental Justice
- Demand analysis in terms of current and future demand for recreation facilities and programs for residents and visitors
- Carrying Capacity estimates in terms of number of visitors/users for both water and landside recreation facilities and locations

Task 1.3 Update Information: Develop and prepare/update information/mapping as needed to fill in missing data gaps

Task 1.4 Initial Issues and Needs Assessment: Based on Data Assessment, prepare initial Opportunities and Constraints Analysis and Preliminary Issues and Needs Assessment

Task 1.5 Review cycle of the Task 1 Products

Task One Products:

- **Baseline Data Assemblage -- Arcview GIS data set for key map attributes. (Note that there will be Arcview GIS Delta files made available through the Department of Water Resources(DWR). Consultant to be responsible for data layers that contain recreation and recreation-related features)**
- **Preliminary Issues and Needs Assessment**
- **Initial Physical Opportunities and Constraints Analysis**

Task 2. -- Outreach and Stakeholder Engagement

Task 2.1 Engage DPC Recreation Citizens Advisory Committee (RCAC) (formerly Delta Ad Hoc Recreation Committee)

Task 2.2 Define broad selection of potential stakeholder candidates including Federal, State, Local jurisdictions, private non-profit and private for profit, and recreation provider interests for Committee participation

Task 2.3 Recruit/expand Committee to reflect broader stakeholder constituency and define Committee role for the duration of the planning process

Task 2.4 Conduct public and special interest workshop sessions focusing on the Task One products of the Issues and Needs assessment and Opportunity/Constraints Analysis

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Task 2.5 Review cycle with RCAC and DPC for Task 2 materials and information

Task Two Products:

- ***Summary of Public Workshops and Special Interest Sessions***
- ***Draft Delta Recreation Master Plan Mission and Goals Summary***
- ***Preliminary Needs Prioritization and Strategies***
- ***Develop Broad Themes for Draft Alternatives***

DEFINING THE PHYSICAL PLAN and PLAN DOCUMENT

Task 3. – Prepare Draft Recreation Plan Alternatives

Task 3.1 Prepare draft Delta-wide plan strategies and components such as signage features, activity hubs, edges, use buffers and key linkages that reinforce Delta identity and image

Task 3.2 *Prepare 3(?)* draft alternative plans that reflect specific actions for the integration of the broad range of land and water-based recreation options, and that test alternative geographic options for improvement locations throughout the Delta region

Task 3.3 Prepare draft alternative plans that test alternative options for project prioritization in terms of time horizons

Task 3.4 Prepare *Draft Delta Recreation Policy Plan* identifying Plan mission, goals and draft recreation related policies

Task 3.5 Working Session(s) with RCAC for input to alternative plan development, plan strategies and plan policies

Task 3.6 Review Cycle of the Task 3 materials and information

Task Three Products:

- ***Draft Conceptual Framework Plan (Map & Text)***
- ***Plan Alternatives testing alternative geographic strategies and use emphases (Maps & text)***
- ***Plan Alternatives testing alternative development strategies in terms of time horizons (Maps & Text)***
- ***Draft Recreation Policy Plan (Text)***

PLAN IMPLEMENTATION STRATEGIES

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Task 4. – Evaluate potential options for implementing specific actions identified in plan alternatives including regulatory, CEQA/NEPA, funding strategies and partnerships

Task 4.1 Conduct iterative process for identification of options for implementation as related to specific project actions

Task 4.2 Working Session(s) with RCAC for input to implementation strategies

Task 4.3 Public Outreach review of preliminary Plan Alternatives and Working Session(s) with RCAC for input to implementation strategies - Identify preferred plan alternatives and implementation strategies

Task 4.4 Review cycle to RCAC and DPC of the Task 4 materials and information

Task 4 Products:

- ***Candidate entities and strategies for implementation of specific proposed plan actions and projects***
- ***Potential partnership configurations related to specific projects***
- ***Operations and maintenance strategies***

FINAL MASTER PLAN PREPARATION and ADOPTION

TASK 5.-- Draft Final Delta Recreation Master Plan

Task 5.1 Prepare Draft Delta Recreation Master Plan (Preferred or hybrid Plan Alternative)

Task 5.2 Prepare Draft Final Policy Plan

Task 5.3 Prepare Draft Final Implementation and Operations and Maintenance Strategy Plan

Task 5.4 Working Session(s) with RCAC for review and input to Draft Final Plans

Task 5.6 Review cycle of Final Draft Plans to include RCAC, DPC, CALFED

Task 5 Products:

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- ***Draft Final Delta Recreation Master Plan***
- ***Draft Final Policy Plan***
- ***Draft Final Implementation and Operations and Maintenance Strategy Plan***

TASK 6.-- Review and Adoption of Final Delta Recreation Master Plan

Task 6.1 Incorporate comments and input and prepare Final Delta Recreation Master Plan

Task 6.2 Incorporate comments and input and prepare Final Delta Recreation Policy Plan

Task 6.3 Incorporate comments and input and prepare Final Delta Recreation Implementation and Operations and Maintenance Strategy Plan

Task 6.4 Submit Plan materials for final review and adoption

Task 6 Products:

- ***Final Delta Recreation Master Plan***
- ***Final Policy Plan***
- ***Final Implementation and Operations and Maintenance Strategy Plan***

TASK 7. -- Dissemination of Plan Information

Task 7.1 Develop website or build upon existing DPC website for easy public review and access with the capability for updating over time

Task 7.2 Construct Web-site for the ability of posting current plan conditions with up-datable elements. Web site should include Geographic Information System (GIS) type maps that can be easily modified and up-dated

Task 7.3 Prepare other public information such as study area maps and technical papers for key stakeholders and involved public

Task 7.4 Submit Plan materials for final review and adoption

Task 7 Products:

- **Information Website with updateable format for Plan progress tracking**
- **Other public dissemination Outputs such as technical papers**

CHARACTERIZATION OF DELTA RECREATION RESOURCES and INITIATION OF OUTREACH PROCESS

Task 1. – Compile inventory of Existing Conditions – Build upon existing available information

There is a considerable amount of information either already compiled or currently being published about the Delta, its resources and specifically about recreation. It is prudent for the contractor, to the extent feasible and practical, to build upon the existing information base. Additionally because of the geographic extent and complexity of the Delta region, it would be cost prohibitive to attempt to develop the necessary baseline data system for this project from scratch. It is also recognized that the available completed data will not be sufficient to support every decision and it is therefore expected that some information will have to be generated by the consultant. In general, the consultant will be responsible for reviewing the present database to determine gaps in existing information. The Consultant will prepare a written report documenting the historic and existing physical conditions within the Planning Area. Opportunities exist to enhance, expand, and develop recreation uses in and around the Delta. Major opportunities include: proposed in-channel barriers, water-related uses, land/shore uses, and interpretive and educational uses etc. Major physical constraints include: poor water quality and conflicting interests such as water conveyance needs, flood protection, and habitat protection needs for the Delta. The Consultant will also include a discussion of opportunities and constraints relating to land use, existing infrastructure, and public access, as they relate to recreation uses and facilities in the Delta.

Task 2. -- Outreach and Stakeholder Engagement

The Delta Protection Commission has already created a Recreation Citizens Advisory Committee (RCAC) that is an expansion of a previously created Delta Recreation Ad Hoc Committee. It is expected that this group will serve as the core stakeholder body with augmentation as deemed appropriate or necessary. The RCAC will convene throughout the planning process and serve multiple roles as required for facilitating the planning process including guidance with the planning process, procedural support and plan product review. The expansion of this group should be based upon defining the key stakeholder interests. The Consultant will work with the RCAC to formulate plan objectives and priorities.

The second component of the stakeholder outreach process will require public input activities in the form of public and special user group workshop sessions. It is envisioned that this outreach component should occur in the initial phase of the planning process to gather and identify key issues, concerns and needs. Subsequent public outreach could involve mission and goal refinement, alternative plan review and implementation strategy input.

The Consultant will designate a team person to serve as the project liaison. At a minimum, the Consultant's representative will attend all RCAC meetings and

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Delta Protection Commission meetings. The liaison person should communicate well with the public and possess skills needed to facilitate and mediate discussions of plan progress, specific objectives and evaluation criteria.

DEFINING THE PHYSICAL PLAN and PLAN DOCUMENT

Task 3. – Prepare Draft Recreation Plan Alternatives

The preparation of a draft Delta-wide plan is expected to focus on four primary subject areas:

- Conceptual framework elements – Delta-wide features/concepts that contribute to the overall identity and function of place. This may include strategies and components such as signage features, activity hubs, edges, use buffers and key linkages that reinforce Delta identity and image.
- Planning and design concepts that demonstrate specific actions for the integration of the broad range of land and water-based recreation options, and that test alternative geographic options for improvement locations throughout the Delta region. Broader thematic variations may be evaluated through the different alternative iterations in terms of thematic plan approaches such as with ag-tourism or ecotourism-based plans.
- Alternative options for project prioritization in terms of time horizons, phasing and sequencing.
- A policy plan identifying vision, mission, guiding principles, goals and recreation related policies.

PLAN IMPLEMENTATION STRATEGIES

Task 4. – Evaluate potential funding options for implementing specific actions identified in plan alternatives

Task 4 involves the identification of potential strategies for carrying out the specific plan-related actions. This should include outlining possible public/private partnerships and roles and relationships as related to specific plan actions. It should also identify strategies for supporting on-going operations and maintenance needs of existing and proposed plan actions.

FINAL MASTER PLAN PREPARATION and ADOPTION

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TASK 5. -- Draft Final Delta Recreation Master Plan

Based on the criteria developed by the RCAC and with additional input from the public workshop process after the completion of Plan Alternative Task, the Consultant will refine and expand the preliminary recommendations into a final plan with prioritized projects and programs.

After several review cycles of the Task 3 *Plan Alternatives* and Task 4 *Plan Implementation* outputs, Task 5 will involve the preparation of the preferred alternative plan and the draft Final Recreation Master Plan document. This draft final is to include the *Draft Delta Recreation Master Plan* (Preferred or hybrid Plan Alternative), the *Draft Final Policy Plan* and the *Implementation and Operations and Maintenance Strategy Plan*. A public outreach component is suggested at this point in the process to solicit input and public approval

TASK 6. Review and Adoption of Final Delta Recreation Master Plan

Task 6 will involve the incorporation of comments and input into the final document subsequent preparation of the *Final Delta Recreation Master Plan*. A series of review and revision cycles will begin with the submittal of the Plan to the RCAC, and then to DPC, to CALFED and finally to the Resources Agency for formal adoption.

TASK 7. Disseminate Plan Information

Task 7 will require the development of an ongoing public input and feedback instrument in the form of a web site that enables easy review and access of information about the Delta Recreation Master Plan and planning process in general. Key to this task will be the structuring of the site with the capability for updating over time. The Web site should include Geographic Information System (GIS) type maps that can be easily modified and up-dated. Other ongoing public information dissemination may be considered as options, or in addition to the web-site development.

4. WORK SCHEDULE

The Consultant should be prepared to begin work _____ (*Suggest January 2002?*). The estimated time for project completion is 18 months.

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The Consultant should include with the proposal a work schedule showing the allotment of time needed to complete each specific task, key meetings and work sessions, primary milestones, delivery dates for products and estimated review cycles

5. BUDGET AND PAYMENT

A maximum of \$_____ is available for this contract. The Consultants will be paid for services rendered and expenses incurred upon satisfactory completion of contract tasks as assessed by the Client. Payments for partial completion of tasks will be made no more frequently than every 30 days. Ten percent of each invoice will be withheld pending satisfactory completion of all work. Invoices will be submitted to the Client that will review, approve or revise and in turn make payment to the Consultants. Consultants should anticipate a period of up to 90 days between receipt of a satisfactory invoice by the Client and receipt of payment to the Consultant.

6. FORMAT AND PROPOSAL SUBMITTAL REQUIREMENTS

Please submit eight (8) sets of the following:

1. **Proposal letter**
2. **Work Program:** A work program, methodology and time line to be used in carrying out the tasks described above in 'Scope of Work.' The time line should specify the completion date for each separable project task and a final project completion date. An explanation should be provided for any significant revisions to the suggested work program.
3. **Resumes and Qualifications: Key Personnel:** Identification of the key personnel to be assigned to the project, their roles and qualifications (include resumes). The role of each subcontractor and key personnel should also be provided.

Qualifications: A brief description of the consulting team's qualifications and related experience with particular reference to demonstrated experience with recreation and open space planning and enhancement in urban and rural settings and project team coordination.
4. **Project Budget:** A detailed project budget is requested that provides a cost for each task and sub-task. The specific billing rates for each identified personnel is required along with direct costs.
5. Federal **Forms 254 and 255** for each firm participating on the team
6. Examples of **relevant work** in the area of recreation master planning with special consideration given to project experience with water-related recreation.
7. List of **Client referrals** for representative projects
8. **DVBE Certification**
9. Participation as a small business firm. Indicate in your proposal whether or not you are claiming preference as a certified small business. Please submit a copy of your small business certification approval letter from the State Office of Small Business Certification and Resources. Information on the Small Business Preference Program may be obtained by contacting the Office of Small Business Certification and Resources at (916) 322-5060; in writing at 1531 I Street, Second Floor, Sacramento, CA 95814-2016, or through the Internet at www.dgs.ca.gov/osbcr.

Proposals must be received by _____ no later than 5:00 PM on _____, 2001. Late proposals will not be considered. Faxed

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7. SELECTION CRITERIA AND AWARD OF CONTRACT

An evaluation committee composed of _____ staff will review all proposals and rank them according to the following criteria:

Criteria		Possible Points
	Content of Proposal	35
	<p>Understanding the relevant economic, land use, operational and ecological issues associated with land and water-based recreation activities in the Delta.</p> <p>Proposed methods and analyses.</p> <p>Scheduling and responsiveness.</p> <p>Understanding of the CALFED program with respect to recreation in the Delta</p>	
	Qualifications for work to be performed	35
	<p>Experience, education and expertise in all aspects of recreation, park and open space planning.</p> <p>Demonstrated ability to work with multi-layered regulatory, managerial and local agencies as well as private sector commercial interests and the general public</p>	

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	<p>Demonstrated ability to work with agency and public advisory groups, make effective presentations, and develop consensus about recreation planning and management issues.</p> <p>Demonstrated experience in preparing master plans for large, water-based resource areas</p>	
	Costs	30
	<p>Competitive hourly and work product rates.</p> <p>Low overall cost.</p> <p>Realistic budget estimates.</p>	

The evaluation committee may schedule interviews to be conducted by phone or in person with the teams that submit the top-ranking proposals. Performance in these interviews may add to each team's score. Final selection will be made by the _____

The Client anticipates awarding the contract by _____. The Client reserves the right to reject any or all proposals.

Submittals will be evaluated and scored based upon the above selection criteria for those firms who have complied with the minimum requirements.

Firms that possess a valid OSBCR Small Business Certification and have properly documented this information in the statement of qualifications will be granted an extra five (5) points.

At least three teams with the highest scores will be selected for the "short list". These firms will be invited to an interview and asked to make an oral presentation on their firm and its qualifications and experience.

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Upon completion of all interviews, the firms will be rated in order of preference (1, 2, 3, etc.). The best-qualified firm will be notified and provided written instructions for negotiations, which are to follow and will be asked to submit a detailed fee schedule.

Since the contract exceeds \$10,000, the firm will be required to meet the statewide participation goal of not less than 3% for disabled veteran business enterprises (DVBE), or demonstrate that a good faith effort was made to meet the goal. Compliance forms for this purpose will be provided. If the Client determines that DVBE participation for the respective contract is not feasible or cannot reasonably be expected, the Client may waive this requirement.

The Department will attempt to negotiate a satisfactory contract and reasonable fee for the services needed. In the event a satisfactory agreement cannot be negotiated with the best-qualified firm, the negotiations shall be terminated with the firm and the negotiations continued with the remaining qualified firms in order of their ranking

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ATTACHMENTS